

## **POLICY 105 SEPARATION FROM EMPLOYMENT**

1. **Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.
2. **Notice.**
  - 2.1 If an employee decides to terminate their employment with the County, at least two weeks advance notice should be provided.
  - 2.2 Department heads and supervisors who decide to terminate their employment with the County, will provide at least 30 days advance notice, and will be effective upon receipt by the appointing authority or upon the date specified.
  - 2.3 If an employee fails to give the required notice, the employee will be considered to have resigned not in good standing, unless the director determines that acceptable reasons for a shorter notice period exist.
3. **Separation Procedures.**
  - 3.1 Upon any separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to law. Resigning employees should make an appointment with the payroll staff and contact Human Resources for an exit interview.
4. **Reduction in Workforce.**
  - 4.1 The Employer retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
5. **Return of County Equipment.**
  - 5.1 Prior to separation from employment, County equipment that was assigned to the employee must be returned to the County. Such equipment includes, but is not limited to, Identification/Key Card, Keys, Tape Recorders, Laptop Computers, Calculators, Radio, Phone/Pager.
6. **Notice of Resignation.**
  - 6.1 When an employee resigns, a notice of resignation must be provided to their supervisor or department head, which will be forwarded within one working day to Human Resources.

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Effective Date: January 1, 2012

Revised Date: March 20, 2015

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6.2 The notice of resignation will contain:

- The employee's full name;
- The accurate position title and department;
- The current date of the letter;
- The effective date of the resignation; and
- The date of the last day to be worked, with a request to use benefit time if this date is different from the resignation date.
  - Depending on operational needs, department heads may approve a resignation date of no more than two (2) weeks after the employee's last day to be worked.

7. Last Day of Employment.

7.1 Last day worked will in most cases be considered the last day of employment. The County reserves the right to determine the last day of employment.

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